

Subject: RE: Disposal of Computer Equipment and E-Waste

From: Elisabeth Cutler <ecutler@downtownla.com>

Date: 09/26/2017 05:00 PM

To: Jose Solis <jose@crimsonit.com>, Anzor Zurhaev <anzor@crimsonit.com>, Suzanne Holley <sholley@downtownla.com>, Jennifer Quintero <jquintero@ccala.org>, Joan Noble <jnoble@downtownla.com>

I've confirmed with Crimson IT that Jose will be onsite tomorrow, 9/27/17, after lunch to deal with the computer equipment and e-waste as detailed in the email below. Please let me know if there are any questions.

Thank you.
Elisabeth

From: Elisabeth Cutler

Sent: Thursday, August 17, 2017 4:22 PM

To: 'Suzanne Holley'; Nhien Lasky; Tina Oh

Subject: RE: Discuss IT transition for CCA move

Disposal of Computer Equipment and E-Devices:

I confirmed with Crimson IT that Jose will evaluate all the computer equipment and devices currently stored in the IT room and identify all the inoperative and obsolete items. Please note that disposing these items requires some security steps that Crimson IT will provide as follows:

- § Removal of all hard drives
- § Destroy all hard drives onsite at their office
- § Destroy all back up tapes onsite at their office
- § Coordinate proper disposal of e-waste with third party

Ideally, this should be done only once so I recommend both CCA and DCBID look through their workspace and storage areas for any equipment that needs to be discarded (including the Mail Room!) before we schedule the date with Crimson IT.

Please let me know if there's anything else that should be included in this process.
Thank you!

Elisabeth